

# OTHER THAN ECONOMY-/COACH-CLASS TRANSPORTATION

## OVERVIEW

The Defense Travel Management Office (DTMO) provides oversight of the Department's Other Than Economy-/Coach-Class Transportation (i.e., Premium Class Travel) policy. DoD policy requires economy/coach class travel accommodations be used when performing official government travel. Other Than Economy-/Coach-Class Transportation (any travel other than economy/coach class) at government expense is permitted on an exception basis only.

## POLICY

- Use of Other Than Economy-/Coach-Class Transportation may be used if the fare is less than the economy-/coach-class airfare or the lowest unrestricted economy/coach-class airfare.
- Other Than Economy-/Coach-Class Transportation, due to a medical disability/special need, may only be used when there is no other means to accommodate a traveler's condition, such as bulkhead/aisle seating or use of two adjoining seats. A traveler's condition must be certified by a competent medical authority and authorized by an 'Other Than Economy-/Coach-Class Transportation' authorizing official.
- Other Than Economy-/Coach-Class Transportation must be authorized in advance of the travel. If extenuating circumstances or emergency situations prevent advanced authorization, a traveler has 7 days within the completion of travel to obtain approval.
- Authorization must be obtained on a case-by-case basis. Blanket authorization and justification for Other Than Economy-/Coach-Class Transportation is prohibited.
- Request for Other Than Economy-/Coach-Class Transportation must be fully justified in accordance with the Joint Travel Regulations. The Other Than Economy-/Coach-Class Transportation approval checklist must be used and submitted by the appropriate authorizing authority as part of the approval documentation.
- Failure to receive approval for Other Than Economy-/Coach-Class Transportation may result in a traveler being financially responsible for costs over the economy/coach airfare.

## Policy References

- **Joint Travel Regulations (JTR), Appendix H**
- **DoD Directive 4500.9**
- **Memorandum on Premium Class Travel Reporting Requirement, September 7, 2007**
- **Other Than Economy-/Coach-Class Transportation Approval Checklist**

References can be found at <http://www.defensetravel.dod.mil/site/premium.cfm>



**DEFENSE TRAVEL MANAGEMENT OFFICE**  
*The DoD Center for Travel Excellence*

\*Information current as of 10/2014

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

## APPROVAL PROCESS

The Joint Travel Regulations (JTR) , Appendix H, includes resources to help ensure that Other Than Economy-/Coach-Class Transportation is used only when necessary.

**Decision Support Tool.** A tool that outlines the decision-making process to assist with approving Other Than Economy-/Coach-Class Transportation.

**Other Than Economy-/Coach-Class Transportation Approval Checklist.** A checklist certifying that all alternatives were considered during the approval process. This form must be used and submitted by the appropriate authorizing authority as part of the approval documentation. The form can be found at <https://www.defensetravel.dod.mil/Premium.cfm>. Check your local business rules for information on using this form.

## REPORTING REQUIREMENTS

DoD Components are required to report premium class travel as directed in the Memorandum on Premium Class Travel Reporting Requirement - September 7, 2007. The reporting offices (approval authority) will report using the Other Than Economy-/Coach-Class Transportation Reporting Tool.

As of April 1, 2011, DoD policy no longer requires the reporting of Other Than Economy-/Coach-Class airfare, when the cost is less than the economy-/coach-class airfare or the lowest unrestricted economy-/coach-class airfare.

## PREMIUM CLASS TRAVEL REPORTING TOOL

The Premium Class Travel Reporting Tool automates the collection of other than economy-/coach-class accommodations required by the Deputy Secretary of Defense. The tool collects data from Commercial Travel Offices, sends it to the DTMO for validation, and forwards it to the appropriate Reporting Office or the Service/Agency Representative(s) to ensure the trip was approved. Reporting Offices are able to upload approval documentation so that the Services and Agencies have a central location for all approvals.

The Premium Class Travel Reporting Tool is housed in the DTMO's web portal, Passport (<https://www.defensetravel.dod.mil/Passport>). To register for the tool, you must first have a Passport account. Once registered and approved, you can access the tool via Passport.

***For more information on Other than Economy-/Coach-Class Transportation, visit <https://www.defensetravel.dod.mil/site/premium.cfm>***

